

JOB DESCRIPTION
FINANCE/TAX DEPARTMENT
ASSISTANT CITY RECORDER/CHIEF ACCOUNTANT

1. JOB TITLE: ASSISTANT CITY RECORDER/CHIEF ACCOUNTANT

- 2. DEFINITION:** The position of Assistant City Recorder/Chief Accountant is a high-level management position to assist with the administration of all financial affairs of the City and the daily operation of the Finance/Tax Department. Responsibilities include immediate supervision and/or the performance of highly responsible tasks in keeping financial accounts of the City related to budgeting, accounting, purchasing, tax collection and record keeping. Work involves the application of basic governmental accounting principles, state and federal reporting requirements and practices within the limits of policies and procedures established by the City. Instructions to the employee are general and the employee must routinely use independent judgment when performing tasks. This employee is under the administrative direction of the City Recorder. All employees are responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens. As Safety Sensitive, the employee will be subject to pre-employment, reasonable suspicion, post accident/incident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. This employee will safely operate a motor vehicle as well as office equipment including a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, postage machine and miscellaneous office equipment and accessories customarily used in an office environment.
- b. Work performed will generally be indoors in the City Finance/Tax Department. This employee will be required to attend meetings, seminars and training sessions both in and out of the office. All City vehicles and facilities are smoke-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Assists in establishment and enforcement of policies and procedures for the Finance/Tax Department.
- b. Assists in budget preparation, implementation and administration.
- c. Serves as liaison for the annual City audit.
- d. Researches, plans, develops and implements new and existing programs or projects as directed by the City Recorder.
- e. Represents and assists the City Recorder upon assignment of same or as requested.
- f. Supervises the work of accounting and clerical employees engaged in accounting functions.
- g. Responsible for generating and/or maintaining accounting and financial records of all funds, including reconciling bank statements and invoices, financial reports, bond payments, drafting checks, accounts payable, accounts receivable, etc.
- h. Maintains financial records of all health insurance and the City's Self-insurance Fund.
- i. Prepares monthly and special finance and accounting statements and reports.
- j. Prepares social security and tax withholding reports.
- k. Prepares quarterly unemployment reports.
- l. Balances all receipts and tax collections.
- m. Maintains general records of accounts according to established accounting classifications, including various ledgers, registers and journals.
- n. Posts entries to books and computer from supporting records, makes adjustments and prepares financial statements.
- o. Researches information and prepares written reports as directed.
- p. Safely operates a motor vehicle for the purpose of attending meetings, making bank deposits, visiting departments located off-site of City Hall, purchasing trips to vendor locations and any other travel assigned.
- q. Attends City Council and other meetings as directed by the City Recorder or City Manager.

5. EXAMPLES OF OTHER WORK TO BE PERFORMED:

- a. The employee may be required to lift and move heavy objects such as journals and reports.
- b. Prepares bank deposits and withdrawals.
- c. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Graduation from an accredited college or university with major course work in accounting and business administration.
- c. Possesses the designation of Certified Public Accountant (CPA) and is licensed to practice in the State of Tennessee.
- d. Five (5) years of professional level accounting experience; experience in governmental accounting and auditing preferred.
- e. Must have legal authorization to work in the United States of America.
- f. Must not have been convicted of or pleaded guilty to or entered a plea of *nolo contendere* to any felony charges or to any violation of any federal or state law or city ordinance relating to force, violence, theft, dishonesty, gambling or controlled substances.
- g. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol within the past five (5) years.
- h. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate a motor vehicle.
- i. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- j. Must pass a pre-employment/post offer drug and alcohol screen.
- k. Knowledge of or ability to learn administrative duties required in the operation of the Finance/Tax Department.
- l. Knowledge of the principles and practices of organization and document management.
- m. Ability to plan, implement and evaluate programs.
- n. Ability to effectively manage, supervise and evaluate assigned personnel.
- o. Ability to conduct meetings and prepare reports.
- p. Knowledge of procedures of capital and operating budget preparation and administration; ability to monitor and control the budget.
- q. Knowledge of current governmental accounting practices.
- r. Knowledge of current principles and procedures of financial auditing.
- s. Good human relation skills with the ability to communicate effectively in English with the public, elected officials, members of boards and commissions, department heads and other employees of the City.
- t. Excellent communication skills, both written and oral.

- u. Ability to report to work and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- v. Ability to exercise good judgment in evaluating situations and making decisions.
- w. Ability to establish and maintain effective working relationships with other employees and the general public.
- x. Knowledge of modern office practices, procedures and equipment with a working knowledge and the ability to use personal computers and standard word processing programs, including Microsoft Word and Excel.
- y. Knowledge of computer accounting methods, data processing practices and procedures.
- z. Significant experience with computerized accounting systems.
- aa. Ability to perform occasional overtime and to attend City Council and other meetings outside of regular working hours.
- bb. Ability to perform these duties for an entire workday.
- cc. Have a good reputation for and ability to maintain confidentiality and honesty.
- dd. Must be capable of being bonded.
- ee. Not have been discharged or released under any other than Honorable Discharge from any of the armed forces of the United States.
- ff. Ability to make sound financial and budgetary decisions.
- gg. Ability to analyze and resolve complex financial problems.
- hh. Ability to coordinate, delegate and negotiate.
- ii. Ability to learn new job-related concepts, rules and procedures.

**Exempt
Safety Sensitive
December 3, 2007**